



CANNON BUILDING  
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DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**DEPARTMENT OF STATE**  
DIVISION OF PROFESSIONAL REGULATION

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<b>PUBLIC MEETING NOTICE:</b>	<b>Delaware Board of Funeral Services</b>
<b>DATE AND TIME:</b>	<b>Monday, March 7, 2011 at 10:00 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building

### **AGENDA**

**(Amended items are indicated by an asterisk\*)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
  - 2.1 Meeting Minutes October 27, 2010
- 3.0 Unfinished Business
  - 3.1 Sign Board Order – Trader Hearing (Levy, Chandler, Byrd)
  - 3.2 Strategic Planning – Develop a New Strategic Plan
  - 3.3 Rules and Regulations
    - 3.3.1 Progress Report from Legislative Subcommittee
    - 3.3.2 Increase Number of Required Embalming Reports for Interns – Proposal from Robert Wright
    - 3.3.3 Review Licensure by Reciprocity – Proposal from Robert Wright
    - 3.3.4 Funeral Establishment Inspections – Proposal from Robert Wright
    - 3.3.5 Schedule Next Legislative Subcommittee Meeting
  - 3.4 State Funeral LRR Exam (Update from Ms. Urbaniak)
  - 3.5 Review of Deficient Audit Submissions
    - 3.5.1 Matthew J. Genereux (late, no certificates)
    - 3.5.2 John M. Holloway (no certificate)
    - 3.5.3 S. Keith Parsell (1.0 CE short)
    - 3.5.4 Christopher Schulze (no response)
    - 3.5.5 Harvey Torbert Williamson (late, over 65)
- 4.0 New Business
  - 4.1 Approval of Licensure Ratification
    - 4.1.1 Crystal Lynn Johnson – Resident Intern
  - 4.2 Review of Application for Funeral Director Licensure by Reciprocity
    - 4.2.1 Catherine Kelly
  - 4.3 Review of Funeral Intern Reports
    - 4.3.1 Michael M. Platt – 2<sup>nd</sup> Quarterly Report
    - 4.3.2 Nicole L. Robinson – Final Report
    - 4.3.3 William T. Harra – 3<sup>rd</sup> Quarterly Report\*

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- 4.4 2011 Annual Meeting of The Conference – Report from Robert Wright
- 4.5 Requests for Approval of Continuing Education
  - 4.5.1 Regulatory Support Services, Inc. – *Annual OSHA Training “Learning from the Mistakes of Others”*, Dates as Requested by Funeral Homes – Requesting 3.0 CE Hours
  - 4.5.2 Cooper Wilbert Vault Co. – *Marketing of Outer Burial Containers*, 1/1/11 – 12/31/11 – Requesting 1.0 CE Hour
  - 4.5.3 Delaware Hospice Inc – *Lessons From the Light*, 4/15/11 – Requesting 7.5 CE Hours
- 4.6 District II Seminar and Quad President Roundtable, 4/16/11, Baltimore, MD
- 5.0 Complaint Status
  - 5.1 Complaint 27-06-10 Assigned to Chad Chandler
  - 5.2 Complaint 27-01-11 Assigned to Harry Fletcher\*
- 6.0 Other Business before the Board (for discussion only)
- 7.0 Public Comment
- 8.0 Next Meeting – March 30, 2011 at 10:00 a.m.
- 9.0 Adjournment

**Please Take Note:** To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

**MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us) IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.**